

## SPECIAL EVENT VENDOR APPLICATIONS

The Long Beach Municipal Code requires all businesses operating in the City of Long Beach to pay a business license tax. Promoters and vendors can obtain business license permits for special events by two ways. You can download the application, and bring to City Hall, 333 W. Ocean Boulevard, **4<sup>th</sup> Floor**, Long Beach, 90802, or you can simply come into City Hall and fill out the application on the 4<sup>th</sup> Floor. Should you have any questions or need further assistance you can call the Business License Section at (562) 570-6211.

For all special events, the promoter is required to obtain a promoter's license at a cost of \$64.93 (3 month license) plus \$3.37 per employee for the promotion of the event.

For the vendors participating in an event, they must apply with a letter of approval from the promoter of the event, and obtain a separate permit for each booth at a cost of \$38.45 per booth, per day.

In addition, each vendor should submit a California Seller's Permit application for the event as Temporary Sales with the California State Board of Equalization (application may be obtained at the Business License Counter on the 4<sup>th</sup> Floor of City Hall).

Listed below is the Special Events Vendor Application. Please fill out all of the information and bring to City of Long Beach, City Hall, 333 W. Ocean Boulevard, **4<sup>th</sup> Floor**, Long Beach, CA 90802. Should you have any further questions you can contact the Business License Section at (562) 570-6211.

CITY OF LONG BEACH BUSINESS LICENSE SECTION  
333 W. OCEAN BOULEVARD, 4<sup>TH</sup> FLOOR  
LONG BEACH, CA 90802  
(562) 570-6211

**SPECIAL EVENT VENDOR APPLICATION**

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Address of Event: \_\_\_\_\_

Type of Product: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Telephone Number of Applicant: \_\_\_\_\_

Social Security or Federal Tax ID Number: \_\_\_\_\_

Driver's License Number/Identification Number: \_\_\_\_\_

Calculate Fees As Follows:

Number of:	_____	X	_____	X	_____	=	_____
	Booth(s)		# Selling		\$38.45		\$
			Days		Fee		<b>Total Due</b>
					Amount		

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please make checks payable to: City of Long Beach**

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Account Number: \_\_\_\_\_

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_